

Board	Date	Item #
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**STATE OF WISCONSIN  
DEPARTMENT OF EMPLOYEE TRUST FUNDS  
801 West Badger Road  
Madison, WI 53702**

**CORRESPONDENCE MEMORANDUM**

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**DATE:** June 1, 2003

**TO:** Employee Trust Funds Board  
Teachers Retirement Board  
Wisconsin Retirement Board

**FROM:** Christina Licari, Board Liaison

**SUBJECT:** State of Wisconsin Investment Board Tour

I have made arrangements for members of the Teachers Retirement and Employee Trust Funds Boards to tour the State of Wisconsin Investment Board (SWIB) offices in Madison on Thursday, June 19, 2003. Wisconsin Retirement Board members will have an opportunity to participate at a later date.

The tour will take place at 2:00 p.m., following the Teachers Retirement Board meeting, and will conclude by 4:00 p.m. Participants will tour the trading room, see daily operations and meet with SWIB staff. From preliminary agenda planning, I anticipate that the meeting of the Teachers Retirement Board will conclude by approximately 1:00 p.m. If you are able to participate, please plan to **be at the SWIB building by 1:45 p.m.** Transportation is "on your own" and carpooling from the hotel is highly recommended. A map is enclosed; limited parking is available under the building. Additional mileage can be submitted for reimbursement on your travel expense worksheet.

**Please contact me if you plan to attend** so I can contact SWIB with the number of attendees and arrange the appropriate parking accommodations. I can be reached by phone at (608) 261-7944 or by email at [christina.licari@etf.state.wi.us](mailto:christina.licari@etf.state.wi.us).

Thank you.